

SANDY CITY  
APPROVED POSITION SPECIFICATION

I. <u>Position Title:</u> Facilities Maintenance Technician	<u>Revision Date:</u> 08/13 <u>EEO Category:</u> Technician <u>Status:</u> Non-exempt <u>Control No:</u> 30767
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II.     Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the Facilities Manager, assists in performing the maintenance and repairs of City facilities, including City Hall, Parks & Recreation building, Senior Citizen Center, Amphitheater and other facilities as assigned.

III.    Essential Duties:

- Assists Maintenance Supervisor in performing building maintenance and completing work orders.
- Fastens pictures, hangers, etc. to walls.
- Completes minor plumbing, lock, electrical and painting repairs.
- Re-lamps fixtures as directed.
- Changes air filters.
- Assists in moving and assembling furniture.
- Operates and performs maintenance on a variety of building equipment.
- Performs cleaning, snow shoveling and custodial work as needed.
- Completes general repairs and remodel projects.
- Assists Maintenance Supervisor in performing frequent maintenance inspections of facilities.
- Performs record keeping and inventory control.
- Runs phone and data lines.

IV.    Marginal Duties:

- Locks and Unlocks the building(s).
- Responds to emergency calls on a 24-hour basis.
- Finds and promptly records or corrects hazards or unsafe conditions.
- Performs other related duties as assigned.

V.     Qualifications:

**Education:** Requires high school diploma or equivalent; formal education or training in facilities management, construction management or related field preferred.

**Experience:** Requires two years' experience in plumbing, electrical, carpentry, building maintenance or related duties. May substitute any equivalent combination of education and experience.

**Certifications/Licenses:** Valid Utah Driver's License is required.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** Maintenance practices; customer service techniques; safety practices. The following is also helpful, but not required: basic carpentry, electrical, plumbing and related building trades, and HVAC systems.

**Responsibility for:** Great responsibility for the care, condition, and use of materials, equipment, money and/or tools. Assisting the Facilities Manager in keeping City facilities in good repair; safety of City employees and visiting public as related to the performance of duties.

**Communication Skills:** Contacts with city employees, contractors and the public, furnishing and obtaining information; communicate effectively verbally and in writing.

**Tool, Machine, and Equipment Operation:** Requires use of cleaning equipment and a wide variety of hand and power tools; ability to use a personal computer for spreadsheet, word processing and other applicable applications is desirable; ability to use programmable thermostats, time clocks and alarm systems.

**Analytical Ability:** Establish and maintain effective working relationships with employees and the public; apply problem solving and analytical principles to effectively identify and address problems with facilities and systems; ability to work independently.

VI. Working Conditions:

*Physical Demands:* While performing duties of job employee may frequently bend, stoop or crouch; and frequently communicates with others. Employee may sit or stand for long periods of time. Moderate exposure to unpleasant and hazardous working conditions including the handling of hazardous materials; occasional heavy lifting (up to 70 pounds) required; occasional heavy carrying (45 pounds and over).

*Work Environment:* Generally comfortable working conditions. The noise level in the work environment is usually moderate, with occasional increased noise exposure. Occasional exposure to stressful situations as a result of human behavior and deadlines. Evening and weekend work required and some 24-hour emergency calls required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_